

Memorandum of Agreement

Between the

National Oceanic and Atmospheric Administration (NOAA)

and the

(Name of Other Party)

Start Date _____

Proposed End Date _____

I. PURPOSE AND SCOPE

Briefly describe the purpose and objectives of the agreement. Also include general introductory information about the functions of the parties involved.

II. REFERENCES AND AUTHORITY

State statutory and/or regulatory authorities authorizing the objectives of the agreement e.g., applicable Public Law, U.S. Code Citations, Executive Orders, GAO directives(s). Also cite any other pertinent references such as agency directive(s), previous agreements, correspondence, or memoranda, etc.

III. SUBSTANCE

Provide a comprehensive description of what is being agreed to, responsibilities of the commitments of each party; and the terms and conditions for performance (including delegations of authority, channels and protocols for working relationship, liaison, regulations, policies, and procedures).

IV. PERIOD

State the duration of the agreement along with a self-cancellation clause, if needed.

V. MODIFICATION/CANCELLATION PROVISION

Specify provision for future modifications or cancellations.

VI. OTHER PROVISIONS - Under this heading, include the following:

"Nothing herein is intended to conflict with current NOAA or (name of agency) directives. If the terms of this agreement are inconsistent with existing directives of either of the agencies entering into this agreement, then

those portions of this agreement which are determined to be inconsistent shall be invalid ; but the remaining terms and conditions not affected by the inconsistency shall remain in full force and effect. At the first opportunity for review of the agreement, all necessary changes will be accomplished by either an amendment to this agreement or by entering into a new agreement, whichever is deemed expedient to the interest of both parties."

"Should disagreement arise on the interpretation of the provisions of this agreement, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within thirty days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution."

VII. SIGNATURE OF EACH PARTY

Include the signature, title, address, and date for each party.

| | | | |
|---------------------|---------------|---------------------|---------------|
| _____ Signature | _____ Date | _____ Signature | _____ Date |
| _____ Typed Name | | _____ Typed Name | |
| _____ Title | | _____ Title | |
| _____ Address | | _____ Address | |